

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Engineering Division, OC

DATE: 18 December 1952

FROM :

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SUBJECT: Background Information on the OCD Facsimile Program and Tentative Support Requirements Concerning.

1. OCD now has in operation a rapid method for handling library reference material known as the "Intellofax" system. (Intelligence by Facsimile.) The end result of the system is a 4 inch wide facsimile tape containing specific bibliography and abstract reference material. This tape is furnished a requester for his use and disposition.

2. The "Intellofax" system was designed and developed to fill a need for some method of handling the ever increasing volume of library reference material, and was introduced as an improvement over the library card catalog system as applicable to Agency needs. The reference material and abstracts have been printed on an unused area of IBM cards. When a request for reference information is made through the Library, cards containing the reference material are arranged by subject, area, date, etc., through the use of IBM machine techniques. After arrangement, the cards are placed in Faxcard facsimile equipment from which is obtained, at the rate of 9 lineal inches of 4 inch wide copy per minute, a facsimile tape which is delivered to the party requesting the information.

3. The "Intellofax" system was originally designed for both local and remote reproduction of reference material, however, due to the lack of a suitable security device for the Faxcard equipment, the system has been limited to local reproduction service. The Faxcard equipment consists of 6 facsimile transmitters and 12 facsimile receivers and was delivered in May, 1950. During the period since that date, the equipment has processed more than one million references, and is now processing references at a rate in excess of 75,000 per month. The active scanning time on the Faxcard transmitters during 1952 will be approximately 5,000 hours for the 6 machines. Taking into consideration down time and holidays, this represents greater than 50% of the maximum available time, based on an 8 hour day. If the work load continues upward, as it appears to be doing, additional transmitters will be required.

4. The Faxcard installation is now located in the Machine Division, OCD, in Riverside Stadium. The OCD Library is located in "M" Building. About 3/4 of all the work handled by the equipment goes to the Library by messenger for distribution to the requesters. The remainder of the work load is split between OCD Graphics Register and Biographic Register Divisions. It would be desirable to have Faxcard receivers located at the major points of distribution. Graphics Register is located in Building 14, the Library in "M" Building and Biographic Register is in the Stadium. To effect distribution to the Library and Graphics, a suitable security device to handle information through Top Secret would have to be coupled with the Faxcard facsimile equipment.

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Security Information

- 2 -
Security Information

5. It is anticipated that the addition of security devices and distribution of Faxcard receivers will result in an expansion of the services to offices other than those now serviced. Service from a central location would continue on a limited scale. Personnel requirements, both operation and maintenance, would require revision. Equipment requirements would have to be revised.

6. The personnel assigned to the operation and maintenance of the Faxcard equipment has consisted of five people, two from Communications and three from OCD. [] was assigned from Communications upon reporting to the Agency for duty on 14 June 1950. Since that date, his primary responsibilities have also included investigations and recommendations concerning the art of facsimile as applicable to OCD Machine Division operations.

[] was assigned from Communications in February 1951. Since that date, he has been trained in the operation and maintenance of the equipment and is qualified to carry out the maintenance and training of additional personnel. During the last 6 months supervisory channels other than Communications have directed 75% of his effort to items other than the Faxcard equipment. The Faxcard equipment is at a state now where approximately two hours per day may be required for maintenance purposes. This takes into consideration the ability of OCD assigned personnel to take care of minor maintenance and precludes any expansion of the system. [] talents should be redirected but without neglecting Communications commitments to OCD.

[] is an OCD man and was placed in charge of the Faxcard operations in October 1952. [] is somewhat qualified for mechanical maintenance by having maintained other mechanical devices such as typewriters., thermofax machines and IBM tabulating machine paper bursters. He has had little experience in electronic maintenance.

[] is an OCD man and is the most experienced of any OCD personnel in operation and maintenance of the Faxcard equipment. He is a former aircraft engine mechanic and has both a mechanical and electrical leaning. He is attending CREEI night school. He has been doing a very good job at both the mechanical and electrical maintenance.

[] is somewhat inclined both mechanically and electrically, but has had no specific training in either, so far as the writer knows. He is an OCD man and has been working mostly on the operations side.

7. It is the desire of the Chief, Machine Division, OCD, to establish shop facilities which in many respects would closely parallel those already in existence in the Agency. Over a year ago, the writer was requested to join in this effort. Anticipating difficulties in the upper echelon involving definitions of parallel efforts, which in turn would control the expenditure of funds, the writer refused and suggested an arrangement of close liaison with facilities already established. Limited shop facilities for maintenance purposes have been established in Room 11, Riverside Stadium.

8. It is the writer's belief that close liaison between Communications and OCD will result in the type of service OCD desires. Recognition of merit

- 2 -

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Security Information

in the art of facsimile for Agency-wide use, and a supporting program, would help a great deal. The following steps are suggested as means leading to the desired relationship between OCD and Communications:

- (A) Establish service requirements from OCD for carrying out their program. Determine extensiveness of projected program.
- (B) Withdraw permanently assigned Communications personnel from OCD and place them on an "on call" basis.
- (C) Provide facilities for doing work of a special nature for OCD which is not necessarily of a communication nature. (This sounds a little odd, but it would be no more than the services we have furnished other offices. In this case, it would be necessary to determine the general character of the services.)
- (D) Furnish personnel to install and maintain the demonstration set-up tentatively scheduled for OCD. (To be coordinated with AFSA.) 50X1
- (E) Determine possible application of facsimile techniques for other offices in the Agency in order to make optimum use of any development program.
- (F) Establish a facsimile development program based on the known and anticipated needs of interested offices in the Agency.

9. With reference to 8.(D) above, it is requested that serious consideration be given the selection and assignment of one man of engineering calibre to AFSA for training in the operation and maintenance of the facsimile cyphering equipment. It is evident that AFSA has generally accepted the equipment as the answer for facsimile cypher. The fact that the final decision has not been issued should not prevent us from starting our program. Even operating as an un-approved system, it is indicative of some progress and should help us tremendously in getting support for the overall program. 50X1

10. In conclusion, it is requested that the Facsimile program now established in OCD be examined in the light of its limited success and recognized as an important means of transmitting information. A program encompassing other known Agency requirements for such a medium should be begun as soon as possible.



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